



ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE ORGANIZATION AND DELIVERY OF PAROLE SERVICES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)			Other References (includes but is not limited to)
IC 11-9-1-1 <i>et seq.</i>	00-03-201	01-06-101	04-06-101	ACA: "Standards for Adult Probation and Parole Field Services," except those standards relating specifically to Probation.
IC 11-13-3-1 <i>et seq.</i>	00-04-101	02-01-109		
IC 11-13-4-1 <i>et seq.</i>	01-03-103	02-01-112		
IC 11-13-6-1 <i>et seq.</i>	01-04-101	02-01-113		
IC 11-13-8-1 <i>et seq.</i>	01-04-103	03-02-104		
IC 35-50-2-8	01-04-104	03-02-107		
IC 35-50-2-9	01-04-105	03-02-108		
IC 35-50-6 <i>et seq.</i>	01-05-101	03-03-102		

I. DEFINITIONS:

- A. Director of Parole Services: The staff person responsible for overseeing the department's Parole Services Division and the delivery of parole services throughout the state.
- B. District Supervisor: The staff person responsible for the management of one of the Department's eight (8) Parole Districts and the supervision of all parole staff working in and parolees residing in that district.
- C. Parole: The conditional release to community supervision from incarceration with the department at a time and for a period of time specified by statutory mandates or the Indiana Parole Board.
- D. Parolee: An individual released from incarceration with the department, or from incarceration in another state, under the community supervision of the Parole Services Division.
- E. Supervisor of Adult Parole: The staff person responsible for the management of the Parole Services Division casework and the distribution of information to the Parole District Offices and the Indiana Parole Board.
- F. Training Director: The staff person responsible for providing training to the Parole Services Division staff, parole field staff and other Central Office staff.

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II. PAROLE SERVICES DIVISION:

The Commissioner of the Department of Correction shall establish a Parole Services Division to monitor and supervise paroled offenders in Indiana. A Director shall oversee the operation of this division and report directly to the Deputy Commissioner of Programs and Community Services. The Director shall supervise all parole staff in Central Office and the eight (8) Parole District Offices. The Director is responsible for ensuring that all required equipment, staff training and procedures are provided for the parole services staff.

The Parole Services Division shall assist the Department's facilities in providing transition services to offenders released to parole. The transition plan shall be a case management approach to community supervision based on an offender's risk to re-offend.

Parole staff shall develop collaborative relationships with local Community Corrections, Probation Departments and other agencies and organizations that assist in managing and/or providing services to offenders in the community.

Parole staff shall work with the Director of the Juvenile Transition Program to supervise juvenile parolees placed on mixed adult and juvenile parole caseloads. Parole staff shall supervise juvenile parolees in a manner consistent with the administrative procedures for Policy 03-02-104, "Juvenile Classification and Comprehensive Case Management," and the administrative procedures for Policy 03-03-102, "Releasing Authority for Juveniles."

III. SUPERVISOR OF ADULT PAROLE SERVICES:

The Supervisor of Adult Parole shall report to the Director. The Supervisor shall forward all parole casework from the parole district offices to the Indiana Parole Board, including discharge requests, parole violation reports, community investigations, and other casework related reports. The Supervisor shall forward all parole violation warrants issued by the Indiana Parole Board and declarations of delinquency to Central Warrants Unit at the Reception Diagnostic Center. The Supervisor shall be the Deputy Compact Administrator for Parole on behalf of the Indiana Interstate Compact Commission.

IV. PAROLE DISTRICT OFFICES:

The state shall be divided into districts for the purposes of administering parole services. Each district shall have an office to serve as the headquarters for the staff assigned to that district. Each district office shall be managed by a District Supervisor. The District Supervisor shall supervise all the district's employees and oversee the supervision of all parolees residing in the district. District office

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staff shall include parole agents, substance abuse counselors, clerical staff and other staff as deemed appropriate by the department. The Indianapolis District Supervisor has the additional responsibility of supervising Correctional Officers/Transportation Officers who assist in transportation of parole violators on a statewide basis.

V. PAROLE SERVICES PROCEDURAL MANUAL:

The Director shall develop the Parole Services Procedural Manual. This manual shall be used by District Supervisors and parole agents to carry out all required casework responsibilities relating to supervision of parolees. The manual shall define required standards of parolee contact, the content of all casework related reports and the procedure for placement, acceptance and revocation of parole. The manual shall also establish guidelines for imposing intermediate sanctions on parole violators and providing substance abuse evaluation and treatment to parolees.

The manual shall be developed in accordance with the procedures for Division Directives as found in the administrative procedures for Policy 00-04-101, "The Development, Approval, and Implementation of Policy." All parole agents, supervisors, substance abuse counselors and correctional/transportation officers shall be provided a copy of the manual. The Central Office Training Director shall assist the District Supervisors to train staff on the manual content. The Parole Services Procedural Manual shall be reviewed annually for needed revision and new/revised procedures shall be distributed to staff as needed. A copy of the Parole Services Procedural Manual shall be provided to the Department Policy Manager.

VI. PAROLE CASELOAD MANAGEMENT SYSTEM (PCM):

The Director shall maintain the Parole Caseload Management System (PCM). PCM shall be utilized to track parole placements, transfers of supervision, parole adjustment reports, etc. District Supervisors shall ensure that timely entries are made in PCM by the supervising parole agents. The Training Director, in cooperation with the Technology Services Division, shall train parole staff to use PCM.

VII. PAROLE TRAINING:

The Training Director shall assist the Director in providing training to parole staff. Parole staff training shall include all Department mandated training and in-service programs; employee orientation and program training consistent with the evidenced-based practices used in community-based correctional agencies. The Training Director shall work with the Division of Staff Development and Training

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to ensure compliance with Department staff training standards. The Training Director shall work with other agencies/organizations to develop collaborative training efforts for parole, community corrections programs and probation departments.

The Training Director shall ensure that all parole agents and supervisors maintain annual certification of all required training courses such as, first aid, personal protection and CPR. The Training Director shall coordinate firearms certification and re-certification for agents and supervisors who are authorized to carry a firearm.

VIII. TRANSITION:

Parole staff shall assist offenders upon release to parole supervision to obtain needed services in the community. Parole staff shall assist parolees with establishing a residence and accessing community based treatment services including mental health treatment, substance abuse treatment and sex offender treatment. The Director and Program staff shall develop and implement effective transition services to ensure that offenders obtain and maintain needed services following release to parole. Parole staff shall also assist community corrections programs and probation departments to provide program services to offenders released to the Community Transition Program (CTP). Additionally, parole staff shall provide assistance and information to offenders prior to community release through transition programming in accordance with the administrative procedures for Policy 01-06-101, "The Development and Implementation of Transition Programming."

IX. SUBSTANCE ABUSE PROGRAMS:

Parole staff shall monitor the substance abuse of parolees. Monitoring shall include administering baseline, random and follow-up drug testing as defined in the Parole Services Procedural Manual. Each Parole District shall employ substance abuse counselors to provide assessments, education and group treatment for parolees with substance abuse problems. The substance abuse counselors shall assist parolees with accessing community-based substance abuse programs. The Parole Services Section Manual shall include intermediate sanctioning guidelines for parolees who relapse into substance abuse.

X. SEX OFFENDER MANAGEMENT & MONITORING PROGRAM (SOMM):

Parole staff shall oversee the Phase III (aftercare) component of SOMM. Each Parole District shall assign one or more parole agents a specialized caseload composed exclusively of sex offenders who are considered at high risk to re-offend. Parole staff shall work closely with SOMM program staff to ensure that

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sex offender parolees are monitored closely and required to comply with all applicable statutory and parole supervision requirements. All parolees required to attend and participate in community- based SOMM sex offender treatment programs are subject to polygraph testing. Parole staff shall build community awareness of sex offender issues in an effort to reduce future victimization. Parole staff shall also monitor parolee compliance with statutory requirements to register with local law enforcement agencies.

XI. IMPOSING AND ENFORCING SPECIAL STIPULATIONS:

The Indiana Parole Board may place special stipulations on a parolee as a condition of parole either prior to or following release to parole. These stipulations are intended to address an individual parolee's risks to re-offend. Such stipulations may require a parolee to participate in mental health or substance abuse treatment following release. Special Parole Board stipulations which restrict access to children are provided to all sex offenders prior to release by a facility release coordinator. The Board may also order Additional Sex Offender Stipulations which require a parolee to attend community based treatment programs, submit to polygraph monitoring and prohibit viewing or possession of pornographic materials and/or access to the internet. Based on a parolee's behavior, special stipulations may be added or amended upon recommendation of the supervising parole agent. Any violation of a special parole stipulation is grounds for parole revocation.

XII. SANCTIONS AND REVOCATION:

Assisting the Indiana Parole Board in administering parole sanctions is a critical function for parole staff. Community-based intermediate sanctions shall be developed to deal with technical parole violations. The most common technical violations committed by parolees pertain to the use of drugs and/or alcohol. Parolees who violate these restrictions may require closer supervision, frequent drug testing and/or community-based substance abuse treatment. If the parolee continues to commit parole violations, the parolee shall be considered for placement in a more restrictive program such as the Technical Rules Violation (TRV) program operated by the Department or a community partner.

Offenders who successfully complete a TRV program or other intermediate sanctions program shall be returned to regular parole status. If the parolee does not successfully complete the required program, the Parole Board shall be notified by the supervising agent in a Supplemental Parole Violation Report. The Parole Board shall then decide if additional sanctions or re-incarceration is required.

When a parolee commits a serious violation of parole such as a criminal offense or multiple technical violations, the Parole Board is responsible for imposing the

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appropriate sanction(s). Following notification of a parole violation via a Parole Violation Report, the Parole Board may issue a Parole Violation Warrant requiring the parolee to remain in custody until the disposition of any criminal charges. Once the warrant is served by the parole agent or local law enforcement, the parolee is entitled to a preliminary revocation hearing within ten (10) days of service of the warrant. The parolee may waive this hearing pending disposition of any criminal charges.

When a parolee's criminal charges are disposed of in court, the parolee shall be granted a final revocation of parole hearing within sixty (60) days of becoming available to the Parole Board. Per Indiana statute, parole revocation is mandatory when a parolee is convicted of a new felony offense.

When parolees are charged only with a technical violation or a misdemeanor, the Parole Board may:

- A. Find the parolee guilty, re-incarcerate the parolee and set balance of time;
- B. Find the parolee guilty, reinstate (begin a new period of parole) him/her to parole and may impose additional special parole stipulations;
- C. Find the parolee guilty and continue him/her on parole under the original period of parole and elect to impose additional parole stipulations; or
- D. Find the parolee not guilty and immediately release him/her from custody, if applicable and continue him/her on parole.

XIII. SUPERVISION AND DISCHARGE:

Pursuant to Indiana law, the presumptive length of parole supervision is two (2) years. Parolees who were convicted of offenses committed prior to July 1, 1991, have a presumptive length of parole supervision of one (1) year. In either case, the parole term may be extended by the Parole Board in instances where the offender commits a violation of parole and a Parole Violation Warrant is issued prior to the completion of the one (1) or two (2) year obligation. However, the parolee shall be discharged upon the expiration of his/her sentence.

Exceptions to the presumptive two (2) years parole supervision period apply to parolees convicted of certain sex offenses. Parolees convicted of certain sex offenses committed after June 30, 1994, may be supervised on parole for up to ten (10) years. However, the parolee shall be discharged upon the expiration of his/her sentence. Additionally, parolees convicted of a life sentence may remain on parole supervision for life. However, the Parole Board may consider these

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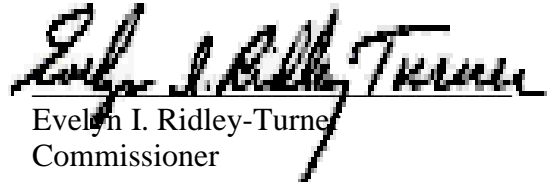
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parolees for discharge after five (5) years if they have maintained satisfactory adjustment over the period of parole supervision.

XIV. APPLICABILITY:

These procedures are applicable to all department staff.


Evelyn I. Ridley-Turner
Commissioner

4/26/04
Date